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अण्डमान तथा निकोबार प्र' ासन
ANDAMAN AND NICOBAR ADMINISTRATION
परिवहन निदे' ालय
DIRECTORATE OF TRANSPORT

NOTIFICATION

Port Blair, dated the 22nd September, 2010

No. 308/2010/F.No. 20-1/Estt/2009.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, New Delhi, Notification No.14/3/60-ANL dated the 11th April, 1960, and in supersession of Notification No. 92/05/F.No. 42-484/99-TR dated 27.05.2005, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the post of **RECORD KEEPER** borne in the establishment of the Directorate of Transport, Andaman and Nicobar Administration, namely:—

1. SHORT TITLE AND COMMENCEMENT:-

- i) These Rules may be called the Andaman and Nicobar Administration (Record Keeper in the Directorate of Transport) Recruitment Rules, 2010.
- ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:-

The number of post, their classification and Pay Band & Grade Pay/Scale of Pay attached thereto, shall be as specified in Sl. No. 2 to 4 of the Schedule annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION:-

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in S. Nos. 5 to 15 of the said Schedule.

4. DISQUALIFICATION:-

No person —

- (a) Who has entered into or contracted a marriage with a person, having a spouse living, or
 - (b) Who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of those rules with respect of any class or category of person.

6. SAVING:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh
LIEUTENANT GOVERNOR,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(K.C. Aggrawal)
Secretary-cum-Director of Transport

SCHEDULE**RECRUITMENT RULE FOR THE POST OF RECORD KEEPER IN MINISTRY/ DEPARTMENT OF MOTOR TRANSPORT**

1.	Name of post	Record Keeper
2.	No. of post	1 (One)* 2010 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, (Non- Ministerial)
4.	Pay Band & Grade Pay/Scale of Pay	PB- 1 Rs. 5200-20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Male 18 - 33 Years Female 18 - 38 Years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/ orders issued by the Central Govt. from time to time) Note : The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange, A&N Islands/applications from candidates
7.	Whether benefits of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972	No
8.	Educational and other qualifications required for direct recruitment	Essential : i) Pass in Secondary School Examination (10 th Std.) or equivalent from a recognized Board/ University Desirable : i) 2 years experience in maintenance of record and in library

9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Age : No Educational qualifications : Yes
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	<u>Promotion :</u> From Daftry/Peon working in the department in the pay in PB-1 Rs. 5200-20200 with G.P. Rs. 1800 with 5 years regular service in the grade possessing Educational and other qualification prescribed for direct recruit under SI. No. 8
13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for considering cases) of promotion /confirmation consisting of :</u> 1. Director of Transport - Chairman 2. Mechanical Engineer, Directorate of Transport - Member 3. Assistant Engineer (Mech.), Workshop Division, APWD - Member 4. Assistant Director (Admn.), Directorate of Transport - Member
14.	Circumstances in which UPSC is to be consulted in making Recruitment	Not applicable
15.	Duties & Responsibilities	Attached as annexure to schedule

DUTIES AND RESPONSIBILITIES OF RECORD KEEPER

1. Maintain of all inventory of record in year wise manner.
2. Up keep of all records in proper manner.
3. Keep close watch on all records with proper maintenance and issue register.
4. Records shall be kept which can easily traceable.
5. He shall be make available records as & when required.
6. He shall be responsible to save all the records from red and white ants and any other insects.